

### **Managing an Inter-Agency Transfer Overview**

The Transfer Employee business process refers to the movement of an employee from one position to another position. This Job Aid addresses the following transfer transactions, otherwise known as Inter-Agency Transfers:

- An employee transfers from one state agency to another state agency
- An employee transfers from one state agency to a locality or exempted agency

This document covers the actions taken by the Receiving Agency. Before starting this process, the approval process must be completed and you will need the employee's Social Security Number (SSN). Because the approval process occurs outside of the Cardinal system, this document does not cover the transfer approval process. All approvals must be completed prior to updating the employee job data in Cardinal.

All employees who are transferring from one agency to another must be terminated from their sending agency prior to being hired into their receiving agency. When these employees are active in both agencies, Anthem, Aetna, and other healthcare providers receive data files that show the employee as active in two agencies, which results in both records cancelling. When this data mismatch occurs, the healthcare vendors do not receive the updated information regarding the agency change and the transferring employee loses health benefits coverage.

Coordination between the Sending and Receiving Agencies is imperative as the effective dates of the termination and hire/rehire transactions must be reviewed to prevent or address any breaks in service, as required by applicable HR Policies. The sending agency selects the transfer date (i.e., termination effective date) as the day after last day worked. (i.e., Transfer date is 1/1/2020, but last day worked was 12/31/2020.) The Receiving Agency must be sure to update the employee's Agency Provided Email address in Personal Data, if applicable.

For further details on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This job aid is located on the Cardinal website in **Job Aids** under **Learning**.

This document does not cover the steps to upload the transfer information to the Cardinal system. The Job Aid titled **Cross Functional Performing a Mass Upload** and can be found on the Cardinal website under **Learning**.

The transfer to the new agency **must** be entered by the HR Administrator the next day or later so that the Vendor receives a termination from the sending agency AND an election in the receiving agency. Enter Effective Date = Same as Transfer Out date

Transferring an employee from one agency to another, the Agency BA will need to re-elect benefit elections of the employee once the transfer process to the receiving agency is complete. See **Job 361 Benefits** quick reference guide for more details. This job aid is located on the Cardinal website in **Job Aids** under **Learning**. When an employee transfers in to a new agency, the Benefit Administrator of the receiving agency needs to reelect the employee's benefit elections to match what the employee was enrolled in prior to the transfer.



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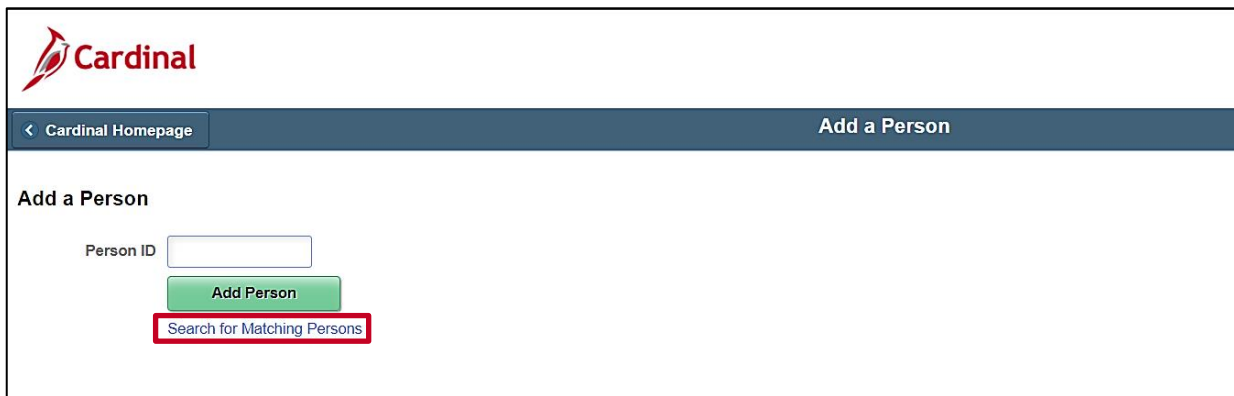
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### Using the Employee Search Match

Before beginning, the applicable employee's SSN must be available for immediate reference. This process is performed in order to validate the employee's termination from the sending agency and obtain the existing Employee ID.

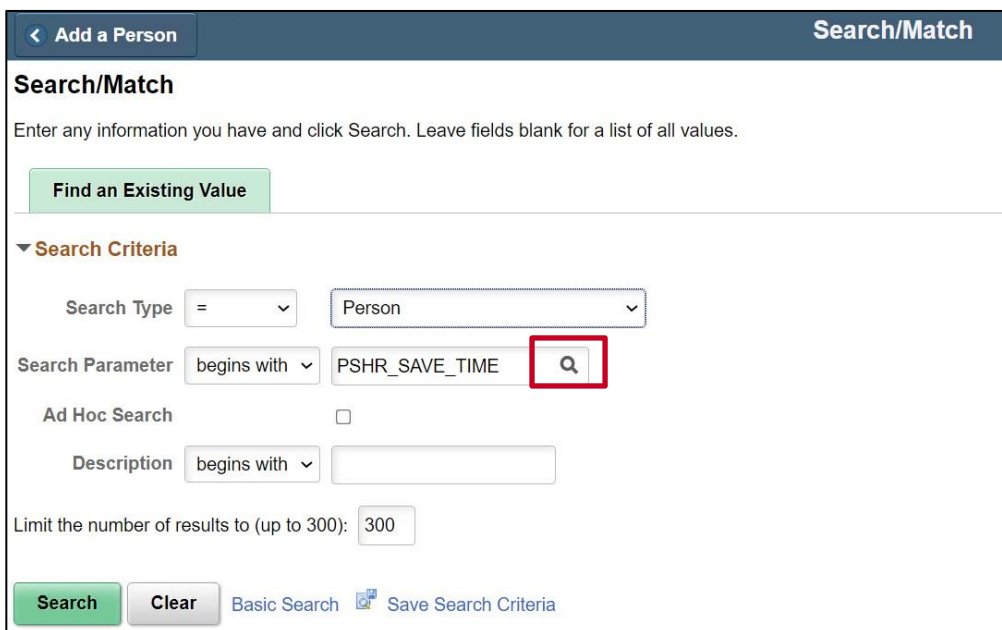
1. Navigate to the **Add a Person** page using the following path to search for matching persons:  
Navigator > Workforce Administration > Personal Information > Add a Person

The **Add a Person** page displays.



2. Click the Search for Matching Persons link.

The **Search Criteria** page displays.



**Quick Cardinal Tip:** There are several ways to get to the **Search Criteria** page. By clicking the **Clear** button and then clicking the **Search** button the **Search Criteria** page displays. Or you can follow the steps below.

- Click on the **Look Up** icon (magnifying glass) next to **Search Parameter**.

The **Search Parameter** look up displays.

Look Up Search Parameter

Search Parameter

begins with

Description

begins with

Search

Clear

Cancel

Basic Lookup

Search Results

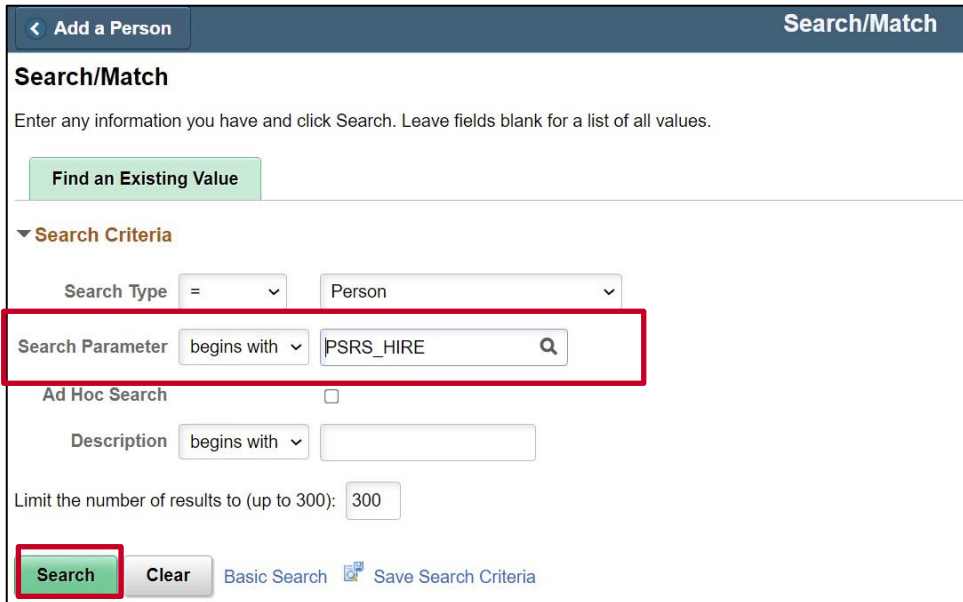
View 100

1-7 of 7

Search Parameter	Ad Hoc Search	Description
PSCS_ADHOC	Y	CS_Person Adhoc Search
PSCS_CR SEARCH	Y	CR Person Search
PSCS_EA	N	External Award Stage Rules
PSCS_TRADITIONAL	N	CS_Person_Traditional
PSHR_HIRE	N	Template-Based Hire person
PSHR_SAVE_TIME	N	HR Auto Run at Save Time
PSRS_HIRE	N	Prepare For Hire

- Select the **PSRS\_HIRE** value.

The **Search/Match** page refreshes with the updated **Search Parameter**.



**Search/Match**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Search Type: = Person

Search Parameter: begins with PSRS\_HIRE

Ad Hoc Search: ☐

Description: begins with

Limit the number of results to (up to 300): 300

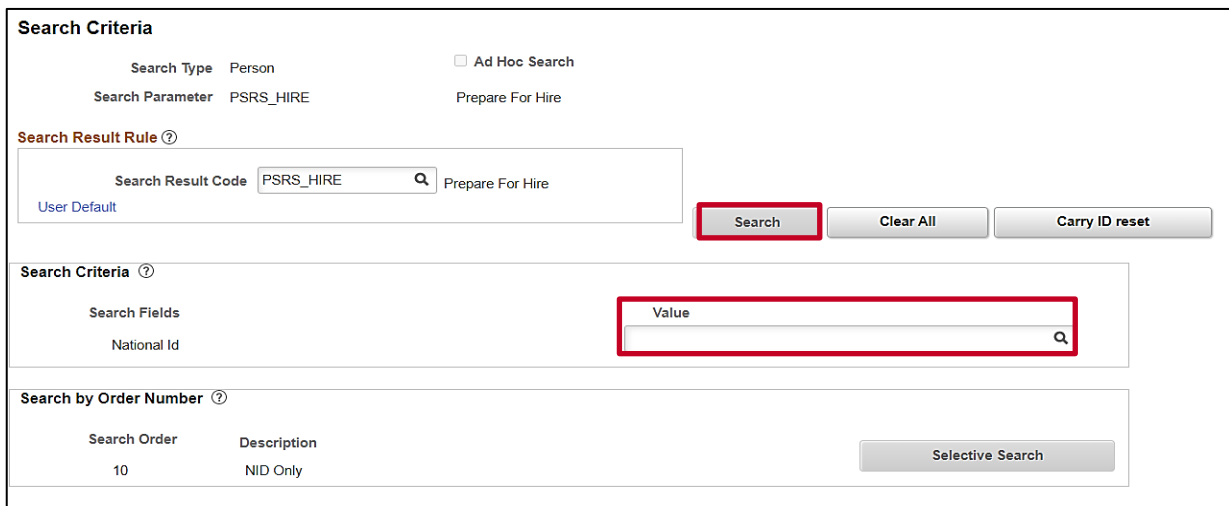
**Search** Clear Basic Search Save Search Criteria

5. Click the **Search** button.

The **Search/Match** page displays.

6. Click the **Search for Matching Persons** link.

The **Search Criteria** page displays.



**Search Criteria**

Search Type: Person ☐ Ad Hoc Search

Search Parameter: PSRS\_HIRE Prepare For Hire

**Search Result Rule** ?

Search Result Code: PSRS\_HIRE Prepare For Hire

User Default

**Search** Clear All Carry ID reset

**Search Criteria** ?

Search Fields: Value

National Id

**Search by Order Number** ?

Search Order: 10 Description: NID Only

Selective Search

7. Enter the employee's SSN into the **Value** field.

8. Press the **TAB** key on the keyboard to enable the **Search** button and automatically reformat the SSN (e.g., dashes removed if entered).

9. Click the **Search** button.



## Human Resources Job Aid

### HR351 Managing an Inter-Agency Transfer

The **Search Results** page displays.

**Search Results**

Search Type: Person ☐ Ad Hoc Search

Search Parameter: PSRS\_HIRE Prepare For Hire

Result Code: PSRS\_HIRE Prepare For Hire

▼ **Search Results Summary**

Number of ID's Found	1	
Search Order Number	10	NID Only

[Return to Search Criteria](#)

▼ **Search Results**

1-1 of 1 View All

		Empl ID	Last Name	First Name	Middle Name		
1	<a href="#">Carry ID</a>					<a href="#">Person Organizational Summary</a>	<a href="#">+</a> <a href="#">-</a>

10. Click the **Person Organizational Summary** link.

The **Person Organizational Summary** page displays in a new internet tab.

**Person Organizational Summary**

Person ID: [REDACTED]

▼ **Employment Instances** [Q](#) 1 of 2 [View All](#)

ORG Instance: 0 Last Hire: 05/06/2020 Termination Date: 10/25/2020

HR Status: Inactive Payroll Status: Terminated

**Assignments**

[Q](#) 1-1 of 1

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Inactive	Terminated	10/26/2020	71800	05/06/2020	Other Non-Classified	10/25/2020	96615		Active

[Return to Search](#) [Notify](#)

**Note:** The **Person Organizational Summary** page displays the employee's Empl Records in order starting with Empl Record "0".

11. Navigate to the desired Empl Record using the Navigational Arrows or **View All** link in the top right portion of the page.

The **Person Organizational Summary** page refreshes with all Empl Records displayed (the **View All** link was selected in this example).

**Person Organizational Summary**

Person ID [REDACTED]

▼ Employment Instances 1-2 of 2 [View 1](#)

ORG Instance 0 Last Hire 05/06/2020 Termination Date 10/25/2020  
HR Status Inactive Payroll Status Terminated

**Assignments**

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Inactive	Terminated	10/26/2020	71800	05/06/2020	Other Non-Classified	10/25/2020	96615		Active

ORG Instance 1 Last Hire 10/26/2020 Termination Date 01/03/2021  
HR Status Inactive Payroll Status Terminated

**Assignments**

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
1	Inactive	Terminated	01/04/2021	99900	10/26/2020	Classified Salary	01/03/2021	69034	5	Active

[Return to Search](#) [Notify](#)

12. Review the information and validate it is consistent with the information obtained from the Sending Agency. If the information is not consistent, contact the Sending Agency and/or employee. At a minimum, the following information should be reviewed:
  - a. **Person ID** field: Displayed at the top of the page. Make a note of the Employee ID as it will be needed to complete the transfer action.
  - b. **HR Status** field: Should be **"Inactive"**. If it is **"Active"**, contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transactions.
  - c. **Payroll Status** field: Should be **"Terminated"**. If the status is not **"Terminated"**, contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transactions.

**Note:** The Sending and Receiving Agencies **MUST** coordinate the effective date of termination and hire/rehire to prevent a break in service. For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. To evaluate the impact of a possible break in service, see the Job Aid titled **HR351 Impacts of Breaks in Service Overview**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
13. Continue with the hire/rehire action if the record is as expected and the Sending Agency completed the termination action. If the record is not as expected or if the Sending Agency has not completed the termination action, reach out to the Sending Agency to verify the status and effective date before updating the employee's Job Data.

### Updating the Employee Job Data

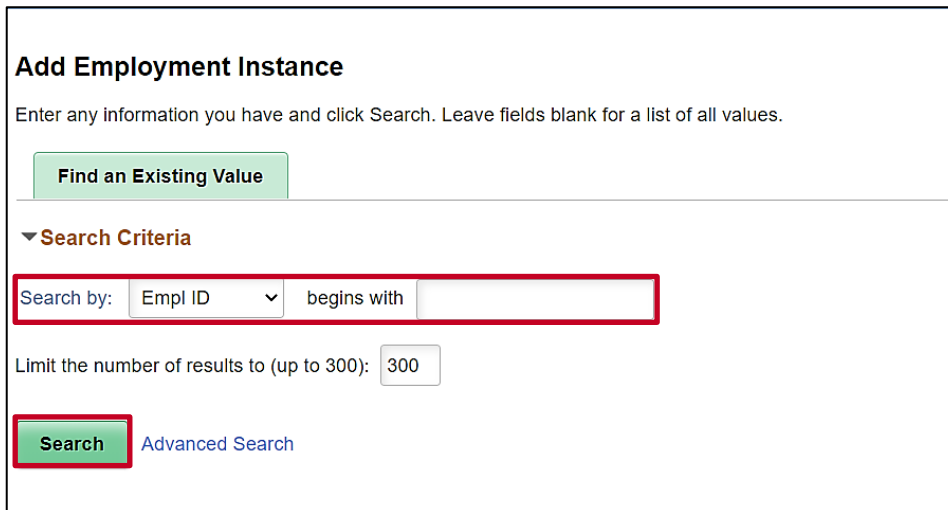
Validate the Position Information is correct prior to updating the Employee's Job Data. If the Position Data is in correct, cancel the action and make corrections to the Position before assigning the employee to the position.

**Note:** The transfer to the new agency **must** be entered by the receiving Agency HR Administrator the day after or later than the sending agency enters the termination so that the Vendor receives a termination from the sending agency AND an election in the receiving agency. Enter Effective Date = Same as Transfer Out date.

1. Navigate to the **Job Data** page using the following path:

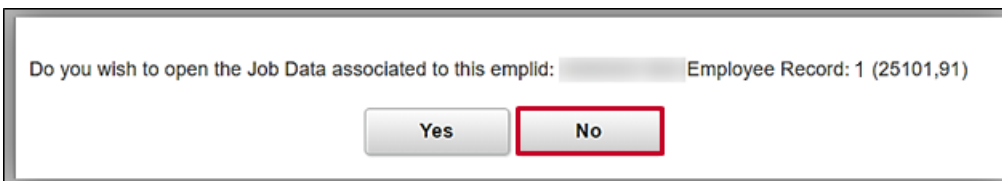
**Navigator > Workforce Administration > Personal Information > Organizational Relationship > New Employment Instance**

The **Add Employment Instance Search** page displays.



2. Enter the employee's Employee ID into the **Search Criteria** field.
3. Click the **Search** button.

The following message displays in a pop-up window.



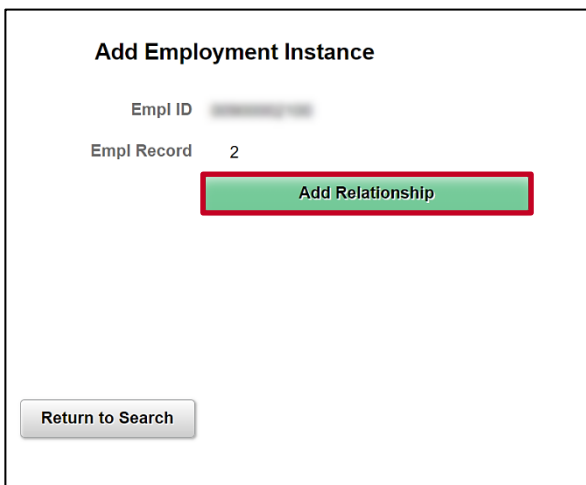
The employee requires a new employment instance for an Inter-Agency transfer. Click the **No** button to create a new employment instance.

**Note:** For guidance on how to answer this question, review the following scenarios below:



- Click the **No** button if the employee is being transferred into a different agency or transferred into a new position at the same agency but into a different employee type (i.e., wage to salaried). The **New Employment Instance** page displays and clicking the **Add Relationship** button creates a new employee record that the employee can be hired into. Refer to the Job Aid titled **HR351 Creating a New Hire**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
- Click the **Yes** button if the employee is being rehired into the same agency and back into the same employee type (i.e., wage to wage). This hires the employee back into the same employee record they had previously.

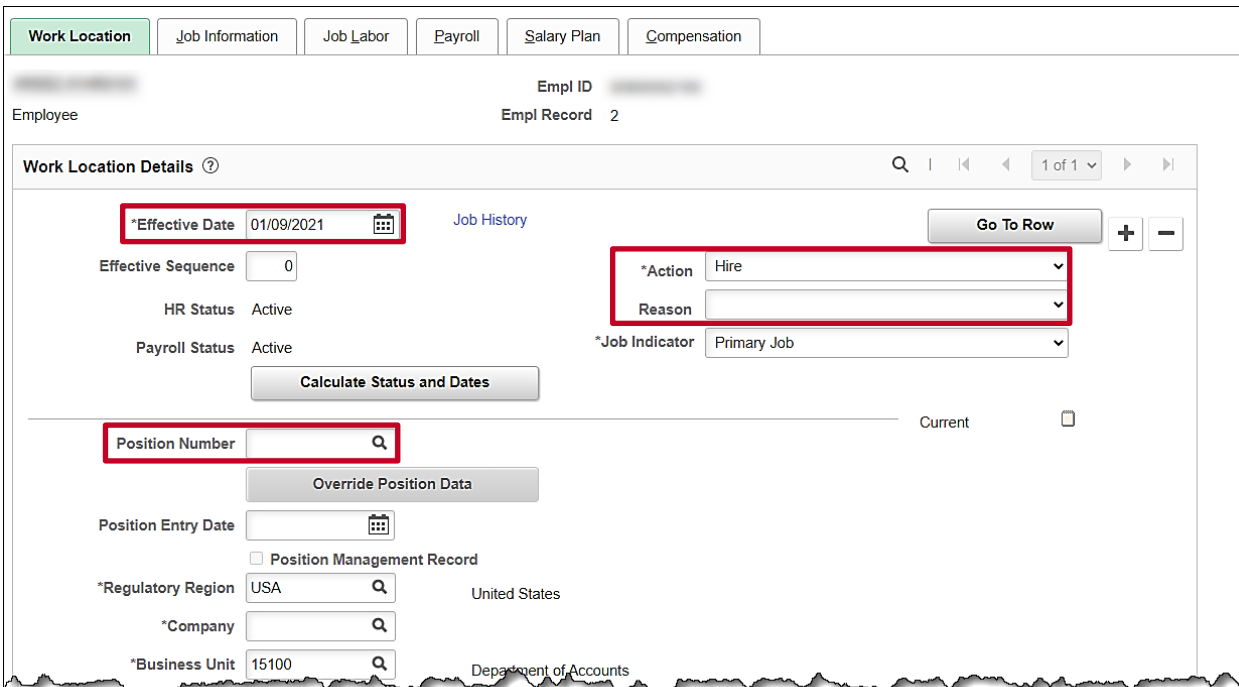
The **Add Employment Instance** page displays as a result of click the **No** button.



4. Click the **Add Relationship** button.

**Note:** The Employee Record increments to the next sequential number.

The **Add Employment Instance** page refreshes and the **Work Location** tab is displayed by default.



5. The **Effective Date** field defaults to the current system date. Update this date to the applicable date of transfer as needed using the **Calendar** icon.

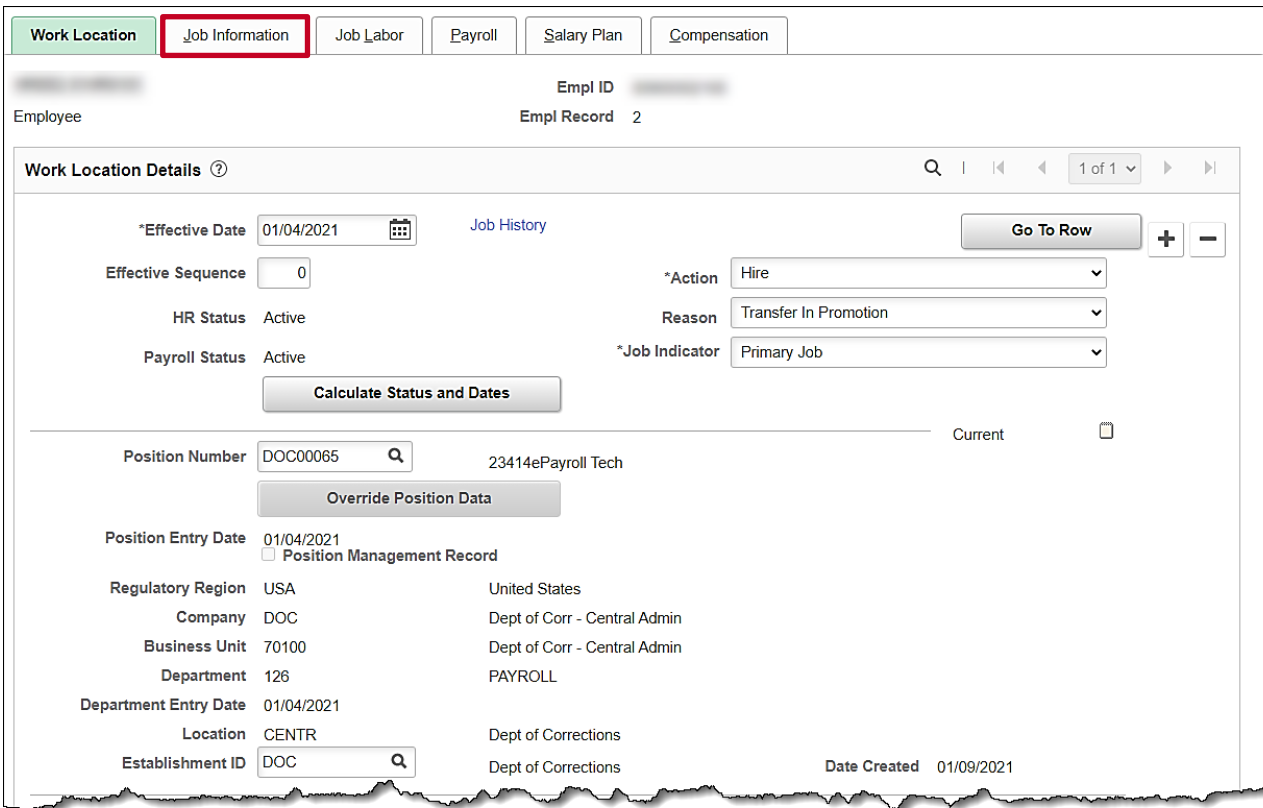
**Note:** Classified/VPA employees cannot have a break in service between the Termination and Hire/Rehire actions. Refer to DHRM Policy 2.10, Hiring, for additional guidance. For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

6. The **Action** field defaults to “**Hire**”; no other options are available.
7. Click the **Reason** field drop-down button and select from one of the “**Transfer In**” reasons.

**Note:** For further information on valid Action and Reason code combinations and a PMIS crosswalk, see the Job Aid titled **HR351 Action Reason Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

8. Enter/select the Position Number in the **Position Number** field using the look-up icon.

The **Work Location** tab refreshes and the remaining Position Data populates based upon the selected **Position Number**.



The screenshot shows the 'Job Information' tab selected in the top navigation bar. The interface displays employee details and position information. Key fields include:

- Effective Date:** 01/04/2021
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- \*Action:** Hire
- Reason:** Transfer In Promotion
- \*Job Indicator:** Primary Job
- Position Number:** DOC00065
- Position Entry Date:** 01/04/2021
- Regulatory Region:** USA
- Company:** DOC
- Business Unit:** 70100
- Department:** 126
- Department Entry Date:** 01/04/2021
- Location:** CENTR
- Establishment ID:** DOC

The interface also includes buttons for 'Go To Row', 'Calculate Status and Dates', and 'Override Position Data'. The 'Job History' link is visible in the top right corner of the form.

9. The remaining information populates based on the Position Number entered/selected. Review the information. If the Position Data is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.

**Note:** For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

10. If the Position Data is correct, click the **Job Information** tab.

The **Job Information** tab displays.



## Human Resources Job Aid

### HR351 Managing an Inter-Agency Transfer

Work Location Job Information Job Labor **Payroll** Salary Plan Compensation

Empl ID [REDACTED]  
Employee Empl Record 2

Job Information Details ?

Effective Date 01/04/2021 Go To Row

Effective Sequence 0 Action Hire  
HR Status Active Reason Transfer In Promotion  
Payroll Status Active Job Indicator Primary Job

Current

Job Code 19031 Financial Services Spec I  
Entry Date 01/04/2021 SOC Code 43-3051  
Supervisor Level E Employee Supervisor Name [REDACTED]  
Reports To DOC00889 23211aPayroll Supv [REDACTED]  
Regular/Temporary Restricted  
Empl Class [REDACTED] Full/Part Full-Time  
\*Officer Code None  
Regular Shift Not Applicable Shift Rate  
Classified Ind Classified Shift Factor

11. Review the job information. If the job information is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.

**Note:** For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

12. If the job information is correct, click the **Empl Class** field drop-down button and select the applicable Classification. The following classifications are available for selection:

Adjunct
Admin/Prof
Agency Hd
Classified
Emerg Hrly
FedWrkStdy
Grad Asst
LODA Em
LTD
LegiAssist
Non Class
ORP CNV
Othr Offcl
Ret EE
Ret Judge
SPORS
StWrkStdy
Student
Sub Judge
TLC EE
TchResrch
Uemply
VALORS
Wage
Wage NE

13. Click the **Payroll** tab.

The **Payroll** tab displays.

<u>W</u> ork Location	<u>J</u> ob Information	<u>J</u> ob Labor	<b>Payroll</b>	<u>S</u> alary Plan	<u>C</u> ompensation
-----------------------	-------------------------	-------------------	----------------	---------------------	----------------------

Employee ID [redacted]  
Empl Record 2

**Payroll Information** ?

Effective Date 01/04/2021  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

Action Hire  
Reason Transfer In Promotion  
Job Indicator Primary Job

Go To Row

\*Payroll System Payroll for North America  
Absence System Other

**Payroll for North America** ?

Pay Group [redacted]  
Employee Type [redacted]  
Tax Location Code [redacted]  
GL Pay Type [redacted]  
Combination Code [redacted]

Holiday Schedule [redacted]  
FICA Status Subject  
[Edit ChartFields](#)

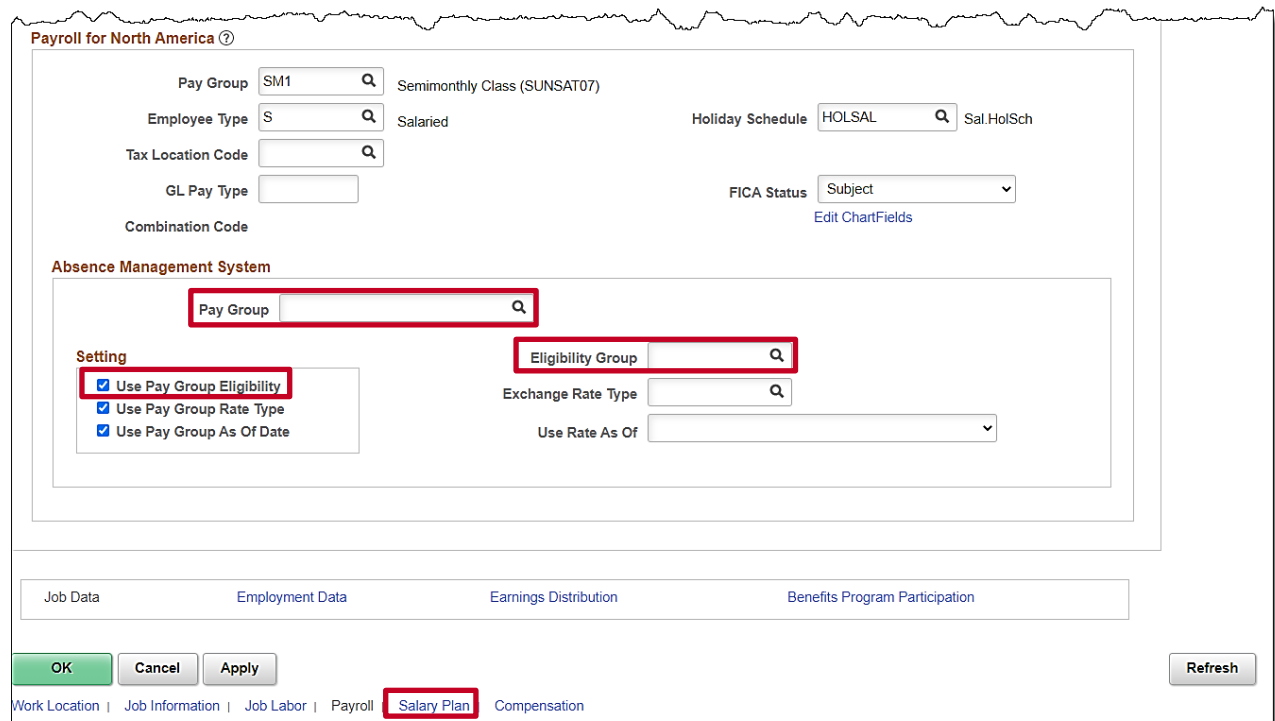
- The **Absence System** field defaults to “Other”. If the agency uses Cardinal Absence Management, click the drop-down button and select “**Absence Management**”.

**Note:** The **Absence Management** section is visible only if “**Absence Management**” is selected in the **Absence System** field, otherwise this section is hidden.

- Enter/select the applicable Pay Group in the **Pay Group** field within the **Payroll for North America** section.

**Note:** The options available within the **Pay Group** field are driven by the type of Absence System selected. It is, therefore, important to complete this page in order from top to bottom.

The page refreshes.

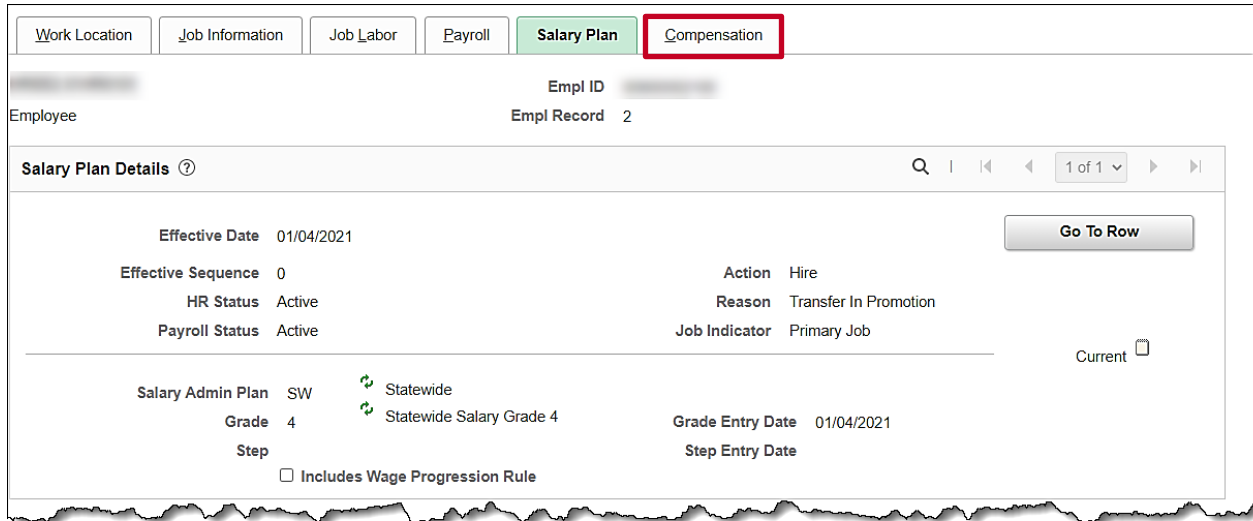


**Note:** The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selection. The **Absence Management System** section only displays if “**Absence Management**” is selected in the **Absence System** field.

- Enter/select the applicable Tax Location Code (previously known as the FIPS code) in the **Tax Location Code** field.
- Enter/select the same Pay Group in the **Pay Group** field within the **Absence Management System** section as was selected in the **Pay Group** field within the **Payroll for North America** section if the Pay Group is not auto-populated.
- Enter/select the appropriate Eligibility Group in the **Eligibility Group** field.
- De-select the Use Pay Group Eligibility checkbox.

20. Once the payroll information is entered, click the **Salary Plan** link at the bottom of the page.

The **Salary Plan** tab displays.



Work Location Job Information Job Labor Payroll **Salary Plan** Compensation

Employee [redacted] Empl ID [redacted] Empl Record 2

**Salary Plan Details** ?

Effective Date 01/04/2021

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Hire

Reason Transfer In Promotion

Job Indicator Primary Job

Go To Row

Salary Admin Plan SW

Grade 4

Step

Statewide

Statewide Salary Grade 4

Grade Entry Date 01/04/2021

Step Entry Date

☐ Includes Wage Progression Rule

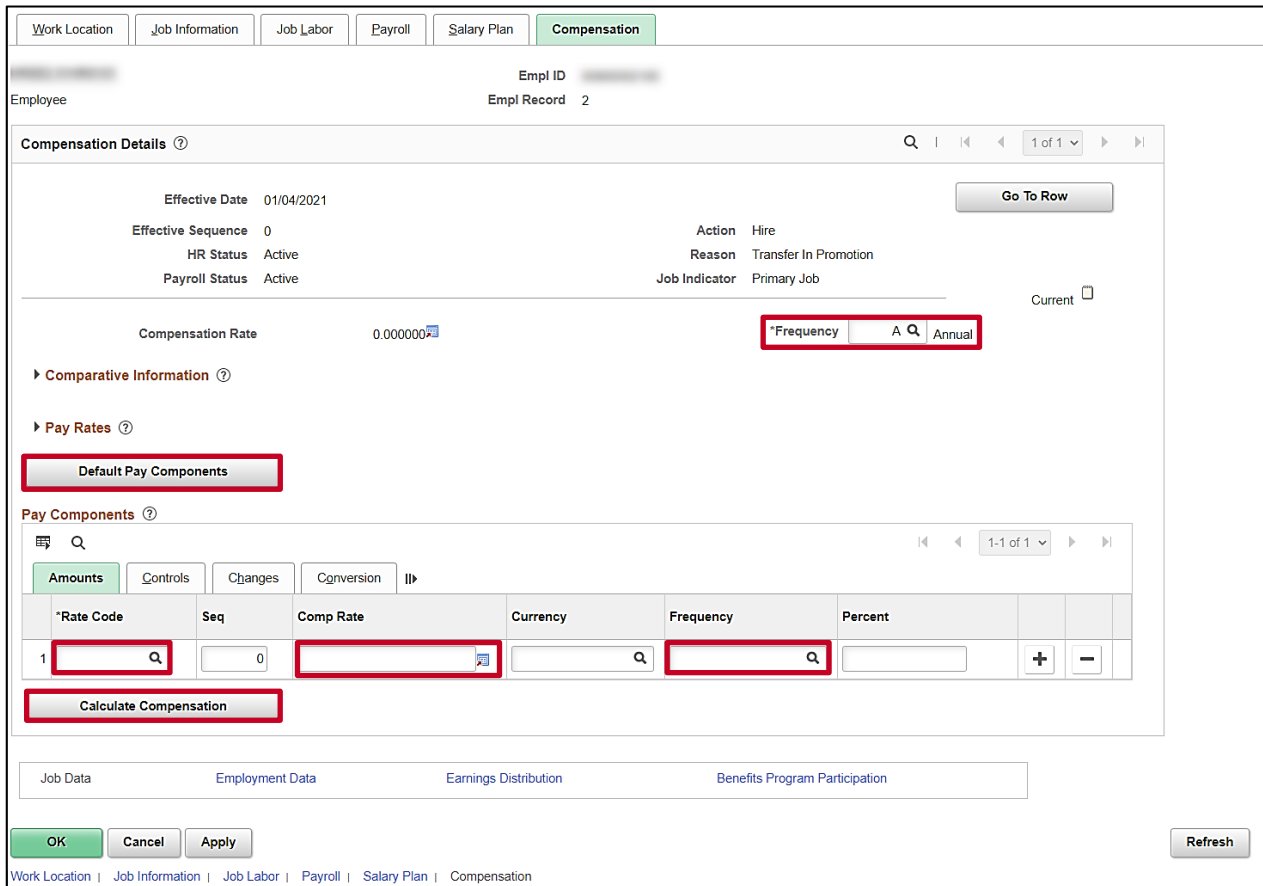
Current ☐

21. Review the salary plan information. If the salary plan information is not correct, cancel the action and make corrections to the Position before assigning the employee to the Position. The Salary Admin Plan/Grade may change for the employee if this action is a promotion or demotion.

**Note:** For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

22. If the salary plan information is correct, click the **Compensation** tab.

The **Compensation** tab displays.



The screenshot displays the 'Compensation' tab for an employee. Key elements include:

- Navigation Tabs:** Work Location, Job Information, Job Labor, Payroll, Salary Plan, **Compensation**.
- Employee Info:** Empl ID, Employee, Empl Record 2.
- Compensation Details:**
  - Effective Date: 01/04/2021
  - Effective Sequence: 0
  - HR Status: Active
  - Payroll Status: Active
  - Action: Hire
  - Reason: Transfer In Promotion
  - Job Indicator: Primary Job
  - Compensation Rate: 0.000000
  - Frequency: **A** (Annual)
- Buttons:** Go To Row, Default Pay Components, Calculate Compensation.
- Pay Components Table:**

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1	0				
- Footer:** OK, Cancel, Apply, Refresh, and a breadcrumb trail: Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation.

23. Enter/select the applicable Frequency Code in the **Frequency** field.

**Note:** The Frequency for salary employees is Semi-monthly, PAY18, PAY20, or PAY22.

24. Click the **Default Pay Components** button.

25. Enter/select the applicable Rate Code in the **Rate Code** field.

26. The **Currency** and **Frequency** fields default based on the Rate Code entered/selected. Enter the applicable annual compensation amount in the **Comp Rate** field.

27. Click the **Calculate Compensation** button.





## Human Resources Job Aid

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The page refreshes.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Employee [redacted] Empl ID [redacted]  
Empl Record 2

**Compensation Details** ?

Effective Date 01/04/2021  
Effective Sequence 0  
HR Status Active  
Payroll Status Active  
Action Hire  
Reason Transfer In Promotion  
Job Indicator Primary Job  
Go To Row  
Current ☐

Compensation Rate 3,125.000000  
\*Frequency S Semimonthly

► **Comparative Information** ?  
► **Pay Rates** ?

Default Pay Components

**Pay Components** ?

Amounts | Controls | Changes | Conversion | ||

	*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1	STATE	0	75,000.000000	USD	A		+	-

Calculate Compensation

Job Data | **Employment Data** | Earnings Distribution | Benefits Program Participation

OK | Cancel | Apply

Refresh

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

28. Click the **Employment Data** link at the bottom of the page.

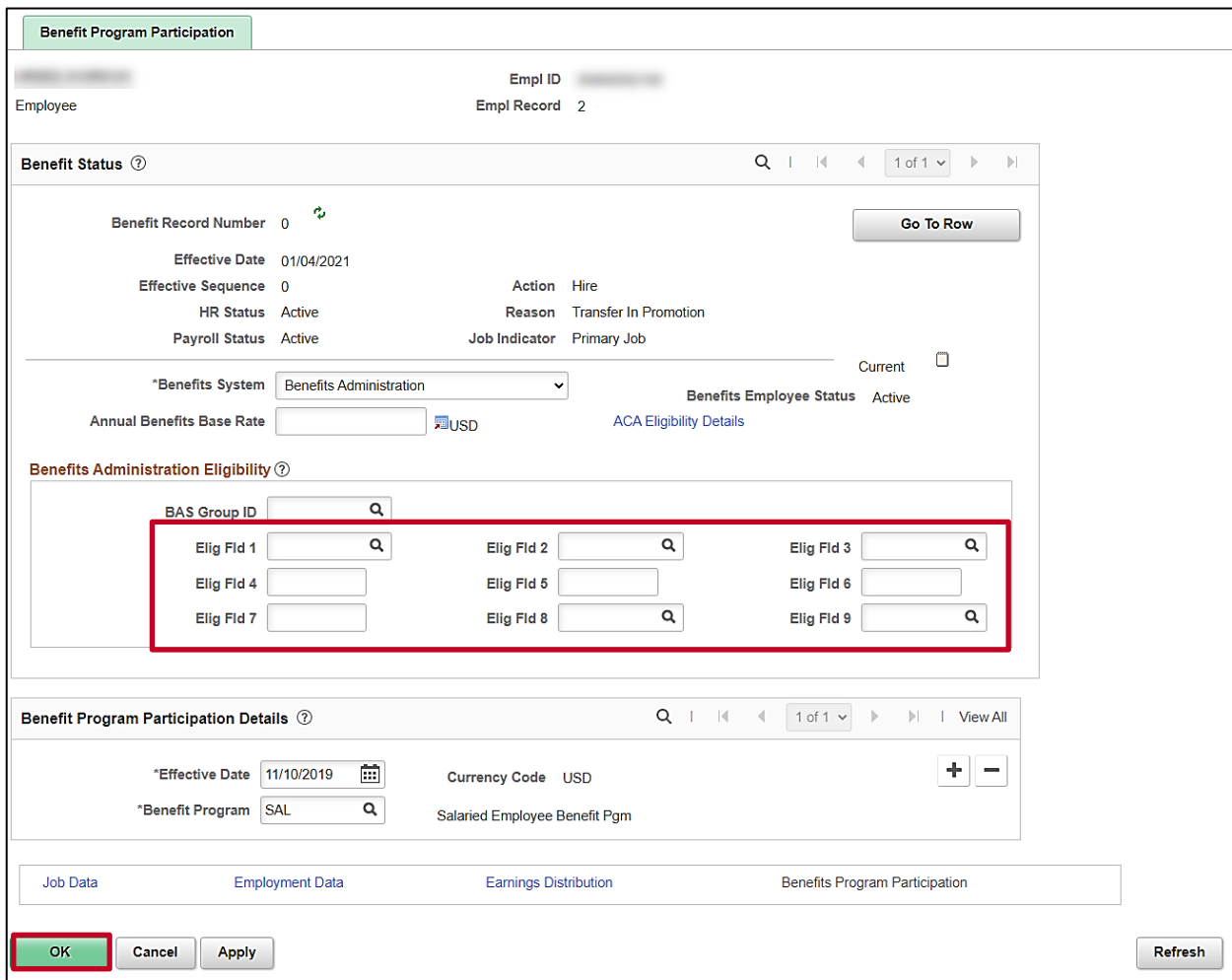
## HR351 Managing an Inter-Agency Transfer

The **Employment Information** page displays.

Employment Information																																																				
Employee		Empl ID <span style="background-color: #cccccc; padding: 0 20px;"> </span>																																																		
		Empl Record 2																																																		
<b>Organizational Instance</b> <span style="float: right;">?</span>																																																				
Organizational Instance Rcd 2		Original Start Date			<input type="checkbox"/> Override																																															
Last Start Date		First Start Date																																																		
Termination Date																																																				
Org Instance Service Date		<input type="checkbox"/> Override <span style="margin-left: 10px;"> <input type="button" value="↺"/> </span>			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 33%;">Years</th> <th style="text-align: center; width: 33%;">Months</th> <th style="text-align: center; width: 33%;">Days</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>		Years	Months	Days	0	0	0																																								
Years	Months	Days																																																		
0	0	0																																																		
<b>Organizational Assignment Data</b> <span style="float: right;">?</span>																																																				
<div style="border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <b>Instance Record</b> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Last Assignment Start Date 01/09/2021</td> <td style="width: 60%; padding: 5px;">First Assignment Start 01/09/2021</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Assignment End Date</td> </tr> <tr> <td style="padding: 5px;">Home/Host Classification Home</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Company Seniority Date</td> <td style="padding: 5px;"> <input type="checkbox"/> Override           <span style="margin-left: 10px;"> <input type="button" value="↺"/> </span> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 33%;">Years</th> <th style="text-align: center; width: 33%;">Months</th> <th style="text-align: center; width: 33%;">Days</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> </td> </tr> <tr> <td style="padding: 5px;">Benefits Service Date</td> <td style="padding: 5px;"> <input type="checkbox"/> Override           <span style="margin-left: 10px;"> <input type="button" value="↺"/> </span> <table style="width: 100%; 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<div style="display: flex; justify-content: space-around;"> <span style="border: 1px solid #ccc; padding: 5px 15px;">OK</span> <span style="border: 1px solid #ccc; padding: 5px 15px;">Cancel</span> <span style="border: 1px solid #ccc; padding: 5px 15px;">Apply</span> <span style="border: 1px solid #ccc; padding: 5px 15px; margin-left: 100px;">Refresh</span> </div>																																																				

29. Review the employment information and validate for accuracy.
30. If updates to continuous State Service Date, Leave Eligibility Service Date, and Previous Months of Service are needed see the Job Aid titled **HR351 Impact of Breaks in Service Overview Job Aid**. This document can be found on the **Cardinal** website under **Learning**.
31. Click the **Benefits Program Participation** link.


The **Benefit Program Participation** page displays.




**Benefit Program Participation**

Employee: [Redacted] Empl ID: [Redacted]  
Empl Record: 2


**Benefit Status** ?






Benefit Record Number: 0  Go To Row

Effective Date: 01/04/2021  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active  
Action: Hire  
Reason: Transfer In Promotion  
Job Indicator: Primary Job



\*Benefits System: Benefits Administration Current   
Annual Benefits Base Rate: [Redacted] USD ACA Eligibility Details

**Benefits Administration Eligibility** ?

BAS Group ID: [Redacted] 

Elig Fld 1: [Redacted]  Elig Fld 2: [Redacted]  Elig Fld 3: [Redacted]   
Elig Fld 4: [Redacted] Elig Fld 5: [Redacted] Elig Fld 6: [Redacted]  
Elig Fld 7: [Redacted] Elig Fld 8: [Redacted]  Elig Fld 9: [Redacted] 

**Benefit Program Participation Details** ?

\*Effective Date: 11/10/2019  Currency Code: USD + -  
\*Benefit Program: SAL  Salaried Employee Benefit Pgm

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

OK Cancel Apply Refresh

32. Review the Benefits Program Participation information and validate for accuracy.

**Note:** If any of the Benefit Program Participation information is not correct, coordinate with a Benefits Administrator. For further information on Eligibility Configuration Fields, see the **Job Aid** titled **BN361 Overview of the Eligibility of Configuration Fields**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

**Note:** Before clicking the **OK** button, review all Job Information. Once the **OK** button is clicked, the record is saved and anything entered incorrectly will require a help desk ticket for correction. If either of **Elig Flds 2, 8, & 9** are blank, the warning message below displays.

Warning -- -

The following fields should be populated:  
Eligibility Field 2 - Health Care Group Number  
Eligibility Field 8 - Contract Length/Number of Pays  
Eligibility Field 9 - Employee Status/Bill Premium Code

Any field left blank will be populated with a default value automatically overnight.

Click Cancel to go back and enter the value(s) or click OK to save.

33. Click the **OK** button.

The **Add Employment Instance** page returns.

**Add Employment Instance**

Empl ID

Empl Record 2

**Note:** Be sure to update the employee's Agency Provided Email address in Personal Data, if applicable.

34. Highlight the Employee ID and right click the mouse to copy the employee ID.

35. Use the following navigation to run the **Employee Activity Report** for the employee:

**Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report**

36. Run the Employee Activity Report for the employee.

**Note:** For further information on reports, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

37. Print the report and place the printed transaction in the employee file for future audit requests.